

# Retention and Classification Report

**Agency:** Department of Workforce Services. Price Employment Center  
(1507)  
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Price, UT 84501  
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**Records Officer** Kent Naisbitt

19984	Client case files
13040	Self-sufficiency

**AGENCY:** Department of Workforce Services. Price Employment Center

**SERIES:** 19984

3

**TITLE:** Client case files

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/24/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

**AGENCY:** Department of Workforce Services. Price Employment Center

**SERIES:** 19984

**TITLE:** Client case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Price Employment Center

**SERIES:** 13040

3

**TITLE:** Self-sufficiency

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files are used to monitor initially Family Support client cases, now under The Dept. of Workforce Services and their progress. They also document the self sufficiency and income eligible child care programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 11/04/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Price Employment Center

**SERIES:** 13040

**TITLE:** Self-sufficiency

(continued)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)